

**D R A F T**

**CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.**

**ADMINISTRATIVE INSTRUCTION  
NUMBER \_\_\_\_\_**

**SUBJECT: Agreement Concerning Length of  
Overseas Service**

1. CIA Administrative Instruction [redacted] dated 31 December 1946, established the policy of requiring individuals who are assigned to overseas duty to serve a minimum of twenty-four months. Where individuals are appointed for overseas assignment, and it is proposed that their travel expenses be paid from their place of actual residence to their overseas post, there is required under Section 7, Public Law 600, 79th Congress, 2nd Session, approved 2 August 1946, a written agreement whereby the employee agrees to remain in the Government service for a stipulated period.

25X1

2. In paragraph 1 of the form of agreement, which is attached, there are incorporated the provisions required by Public Law 600, and in paragraph 2, there are set forth the provisions required by the policy of this Agency. Accordingly, all new appointees employed for assignment overseas will be required to sign this type of an agreement. Where currently employed individuals are to be transferred to an overseas post, they will be required to sign the agreement containing only the second paragraph of the attached form of agreement.

**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**

25X1

[redacted]  
**Executive for  
Administration and Management**

**DISTRIBUTION: \_\_\_\_\_**

**JSW:MES**

Date: \_\_\_\_\_

Central Intelligence Agency  
2430 E Street, N. W.  
Washington, D. C.

Gentlemen:

1. Pursuant to Section 7, Public Law 600, 79th Congress, 2nd Session, approved 2 August 1946, I hereby agree to remain in the Government service for the twelve months following my arrival at my overseas post, unless separated for reasons beyond my control. In case of a violation of this agreement, any moneys expended by the United States on account of my travel, expenses of transportation of my immediate family and expenses of transportation of my household goods and personal effects from any place of actual residence at time of appointment to place of employment outside the continental United States, and for such expenses on my return from such post of duty to my place of actual residence at time of assignment to duty outside the United States, shall be considered as a debt due by me to the United States.

2. It is further understood and agreed by me that, except as Central Intelligence Agency may deem it in its best interests to recall or transfer me from my overseas post, I shall be required by the Agency to serve a minimum period of twenty-four months at my place of employment outside the continental United States, and, if I wish to resign or terminate my appointment or return to the United States before the expiration of twenty-four months after the date of arrival at my overseas post, the Central Intelligence Agency will not pay my return travel expenses from such station outside the United States.

WITNESS:

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